



kentuckyDESIGN&PRINTservices

(e) print@ky.gov

KYTC - Graphic Design & Printing
200 Mero St., Frankfort, KY 40622
(p) 502-564-3880
(f) 502-564-6849

print.ky.gov

KCI - LLCC Printshop
1612 Dawkins Rd., LeGrange, KY 40031
(p) 502-222-9058
(f) 502-222-4024

Design/Print Request (Red highlighted areas MUST be filled out)

Date _____ Due Date _____

Agency _____

Contact Person _____

Phone _____

Email _____

ESTIMATE

ORDER

RUSH
ADDITIONAL
CHARGES
WILL APPLY

Proof Required (If no, customer assumes responsibility for contents of final product and must sign here.)

Yes No Signature _____

Disclaimer: This printing transmittal has been reviewed and all information needed has been checked. Copyright clearance has been obtained where necessary by the customer. * **Proofs are sent to ensure that information and layout are correct to customer specifics.** When approval to print has been given by the customer we proceed with the printing order as proof being correct. Any incorrect information found after the job has been printed is **NOT** the responsibility of KDPS. * **Any job that is canceled after a confirmation has been received is subject to the cost for the work that has already been applied to that request.** (ie: paper stock, layout time, other materials or print time if applicable). If submitting order from previous estimate, please attach quote. * **Estimates only valid for 90 days.**

Project Description NEW REVISED EXACT REPEAT

# of Pages	# of Copies	Front & Back	Finish Size	Paper Color	Paper Stock

Paper Stock Options: 60 lb Text - 110 lb Text - Gloss Text - Cover - 80 lb Linen

Paper Color Options: White - Cream - Blue - Green - Yellow - Pink

B/W
 Color
 Ink _____

Notes and additional information:

Delivery to Frame Shop ** ONLY if Frame Order Form is attached and arrangements have been made by customer **

Delivery Address _____

Delivery Confirmation

Signature _____ Date _____

Please Print Name

	KDPS	KCI
Job #		
Date Rcvd		

Funding Strip
**** MUST be Completed ****

E-Mars template	
Department	
Fund	
Unit	
Object	
Function	
Other	

Finishing Options Check all that apply

	Fold		Mount Foam Board
	Perfect Bind		Laminate
	GBC		Grommet
	Spiral Bind		Photography
	Saddle Staple		Burn to Disk
	Staple		Shrink Wrap
	Punch		Pad/#
	Collate		Box
	Perforate		Rubber Band
	Cut		Numbering
	Laser Safe		_____ to _____
	Outdoor Media		
Other			

Cost	
Design	
Pre-Press	
Printing	
Bindery	
Other	
Impressions	
Total	
Date Billed	